DEPARTMENT OF BASIC EDUCATION

The Department wishes to advertise the following vacant post, based in Pretoria:

BRANCH: SOCIAL MOBILISATION AND SUPPORT SERVICES

CHIEF DIRECTORATE: CARE AND SUPPORT IN SCHOOLS

DIRECTORATE: SCHOOL NUTRITION

ASSISTANT DIRECTOR: FOOD SAFETY AND TRAINING (ONE-YEAR CONTRACT)

●Salary: R 236 532 per annum ●Ref.: 12006/01

REQUIREMENTS: ●Applicants should have an appropriate three-year National diploma or University degree or equivalent qualification coupled with 4 years experience in a Food related field ●A qualification in Food Technology would be an advantage ●An understanding of Government strategic vision and the public service legislation and policies pertaining to the education/health sector in South Africa ●Sound knowledge of the Health and Safety Act, 1993 (Act 85 of 1993), working knowledge of HACCP and knowledge of relevant policies and regulations is required ●Experience in project and financial management ●Must be prepared to travel extensively and work within a team ●A valid driver's licence is a prerequisite. **Skills Required:** ●The incumbent should have project management, co-ordination, facilitation, conceptual, analytical and research skills ●Ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills ●Report writing and computer literacy (Ms Word, Excel, Access and PowerPoint) skills are required.

DUTIES: ●The incumbent will be required to collaborate and co-ordinate activities with Government and other Non-government institutions on health and safety related issues ●Facilitate and co-ordinate capacity building activities ●Develop, interpret and implement food safety and hygiene standards ●Promote sound knowledge on gas safety ●Promote safe transportation of food ●Correct handling, storage and waste disposal of food stuffs in the programme ●Promote safe handling of animal proteins such as fish, meat, eggs and milk ●Undertake food control inspections during manufacturing in warehouses ●Oversee preparation and storage areas in schools ●Monitor and report on minimum adherence to specifications for manufacturing of food and storage in warehouses ●Determine infrastructure needed for preparation areas including storage areas in schools ●Compile monthly, quarterly and project reports ●Perform other assigned duties.

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of this post and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

Please visit the Department of Education's website at **www.education.gov.za** or the Department of Public Service and Administration vacancy circulars at **www.dpsa.gov.za**

Applications must be submitted on Form Z83 obtainable from any Public Service department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. Please forward your application, quoting the reference number, to: the Director-General, Department of Basic Education, Private Bag X895, Pretoria, 0001 or hand-deliver to: Sol Plaatje Building, 222 Struben Street, Pretoria.

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Enquiries: Ms J. Masipa, tel. (012) 357 3295.

Correspondence is limited to short-listed applicants.

Closing Date: 3 September 2012

Late, e-mailed or faxed applications will not be considered.